

**BY ORDER OF THE COMMANDER  
AIR RESERVE PERSONNEL CENTER**



**AIR FORCE INSTRUCTION 11-402/  
AIR RESERVE PERSONNEL CENTER  
Supplement 1**

**27 MARCH 2001**

**Flying Operations**

**AVIATION AND PARACHUTIST SERVICE,  
AERONAUTICAL RATINGS AND BADGES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ ARPC/DPAFF (TSgt Thompson)  
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AFI 11-402, 1 September 1997 is supplemented as follows:

**SUMMARY OF REVISION**

**(ARPC)** This revision adds the Career Enlisted Aviator (CEA), paragraph 1.1; clarifies HQ ARPC/DPAFF revalidation process, paragraph 3.10.4; eliminates reference and eligibility to “24 months of Aviation Career Incentive Pay (ACIP)” when gained as a non rated asset in accordance with Department of Defense Financial Management Regulation (DODFMR).

**★1.1. (ARPC)** For the rated officer and the CEA assigned to the Air Force Reserve Individual Mobilization Augmentee (IMA) program and participating Individual Ready Reserve (PIRR), aviation service issues are the responsibility of the Flight Management Office (FMO), HQ ARPC/DPAFF. HQ ARPC/DPAFF is the focal point for staffing aviation service recommendations and coordinating with the designated ARPC rated officer and CEA.

**★2.14.1. (ARPC)** For Reserve IMA Program rated officer and CEA waiver applicants, the convening authority under this paragraph is delegated to HQ ARPC/DPAFF for processing.

**★3.4.2. (ARPC)** Authority to revalidate (for NON-FLYING positions only) or terminate an aviation career status for rated officers is delegated to HQ ARPC/DPAFF for IMA and PIRR reservists.

**★3.10.2.1. (ARPC)** If the officer’s aeronautical orders have been invalid for 30 days or less, an aviation service revalidation/requalification package is not required. If the period is more than 30 days but less than 5 years, a revalidation request must be sent to HQ ARPC/DPAFF to determine if the applicant meets administrative and quality standards

for continued aviation service (AFI 11-402 Attachment 7). HQ ARPC/DPAFF publishes the appropriate aeronautical order upon approval.

**★3.10.2.2. (ARPC)** Rated officers (IMA) who's aviation service has been invalid for more than 5 years that are applying for rated, non-flying positions may request a waiver of appearance before an FEB. The request for waiver will be sent to HQ ARPC/DPAFF for approval. The request for waiver will include mandatory exhibits as outlined in AFI 11-402 Attachment 7.

**3.10.4. (ARPC)** Officers leaving active duty, reserve, or guard rated positions and entering IMA rated non-flying positions (API 3 or 4) are not required to have their AOs validated, unless they have been separated for more than 30 days. If member has been separated for more than 30 days but less than 5 years, the member must complete a request for revalidation or requalification according to attachment 7. Rated officers must be qualified for aviation service in order to receive ACIP when occupying either an active or inactive flying position. If member has been separated for more than 30 days and has not accumulated the required OFDA months to qualify for ACIP and is applying for a rated non-flying API-3 or 4 position, aviation service requalification is not required. Upon assignment of Flying Status Code (FSC) "J", the following statement will be entered in remarks section of the aeronautical orders: "Member assigned to a rated non-flying IMA position. Prior to assignment to rated active flying position, member must apply for aviation service requalification/revalidation according to the provisions outlined in AFI 11-402". Military Personnel Flight will establish an Assignment Availability Code (AAC) on this member. The AAC indicates that the member's aviation service must be revalidated prior to returning to active flying duties. If the member's aviation service has been invalid for more than 5 years, member must appear before a FEB prior to returning to active flying duties.

**3.10.4.1 (ARPC)** A rated asset in the IMA program is an officer that was hired into the program in a rated capacity. This does not include those hired into an API-0 position. Rated officers hired into an API-0 position are not qualified for ACIP, regardless of total accumulated OFDA months.

**3.10.4.2 (ARPC)** IMA Officers Assigned to Nonrated Duties. If an IMA officer occupies a rated position and is then reassigned to nonrated duties (API 0), the member is considered a rated asset. The officer continues to be eligible for continuous ACIP, if the required OFDA has been met according to AFI 11-401 Table 2.7, and the individual maintains a current Flying Class II physical. A prior service rated officer initially commissioned and assigned to a nonrated (API 0) position, is not considered a rated asset under the provisions of this paragraph. Therefore these members are not entitled to ACIP unless, and until the member is properly assigned to a rated position (after a revalidation or requalification) according to the provisions of this instruction, after reinstatement of the members rated aviation service eligibility. If a member remains in a non-rated position for 5 years he or she will be disqualified for aviation service and assigned an ASC of 00.

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